



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

RICK SNYDER
GOVERNOR

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IV-D MEMORANDUM 2015-015

TO: All Friend of the Court (FOC) Staff
All Prosecuting Attorney (PA) Staff
All Office of Child Support (OCS) Staff

FROM: Erin P. Frisch, Director
Office of Child Support

DATE: June 15, 2015

SUBJECT: Updated Child Support Forms and Publications; Obsolete Amnesty
Program Communications

RESPONSE DUE: None

POLICY EFFECTIVE DATE: Upon receipt

PURPOSE:

This IV-D Memorandum announces revisions to several forms and publications maintained by the Michigan Office of Child Support (OCS) and used by the Michigan IV-D program. The changes affect forms that are maintained in the Michigan Child Support Enforcement System (MiCSES) as well as forms that are not maintained in MiCSES.

The forms have been updated to reflect the merger of the Department of Human Services (DHS) and the Michigan Department of Community Health (MDCH), which occurred in April 2015. The revised forms include the new agency name, the Michigan Department of Health and Human Services (MDHHS), and will be available on June 19, 2015 after 5 p.m.¹

This memorandum also obsoletes Michigan IV-D Action Transmittal 2006-026, **REVISED:** *Amnesty Program* and the four attachments to that policy, including the *Child Support Amnesty Request Form* (DHS-443). This was a temporary, legislatively required program that is no longer available.

UPDATE(S):

☐ Manual

☒ Form(s)

¹ The updated *Billing Sheet Coupon* (DHS-1259) will be available on the MiChildSupport website on June 15, 2015.

DISCUSSION:

A. Forms Not Maintained in MiCSES

1. Standard Form Changes

OCS staff reviewed all Michigan IV-D forms and publications maintained and owned in whole or in part by OCS, and where appropriate, made changes to the following:

a. Letterhead

The departmental letterhead appears at the top of many forms. OCS has updated it to reflect the new department name, and has updated the director's name to reflect the new director, Nick Lyon. Additionally, where appropriate, the governor's name has been updated to reflect the current Michigan governor, Rick Snyder.

b. Text Within the Forms

The text in the body of each form and publication has been updated to replace the Department of Human Services (DHS) and/or the Michigan Department of Community Health (MDCH) with the new department name, the Michigan Department of Health and Human Services (MDHHS).

c. Nondiscrimination Statement and Revision Date

The nondiscrimination statement appears at the bottom of many forms and publications. OCS has updated it to reflect the department name change as well as other revisions that MDHHS recently made. OCS has also updated the revision date of the forms to 6/15.

2. Other Form Changes

In addition to the changes noted above, the *Request for Verification of Tribal Membership and Territorial Jurisdiction* (DHS-1081) and the *Notice of Referral for Tribal Child Support Services* (DHS-1082) have been updated to remove references to a specific support specialist. This reflects the change in the support specialist business process.²

² Ref: [Michigan IV-D Memorandum 2013-025, OCS Case Management Section Business Process Changes, Upcoming New Interactive Voice Response \(IVR\) System, Revised Contact Information, and Form Updates](#) for more information.

B. MiCSES Forms

1. OCS reviewed all forms and publications maintained and owned in whole or in part by OCS and generated in MiCSES, and where appropriate, made the following changes:
 - a. Added merge fields to the forms in all instances where the agency name and acronym appear. This will allow for more seamless updates with any future changes;
 - b. Updated the letterhead to reflect the new department name, and updated the director's name to reflect the new director, Nick Lyon;
 - c. Updated the text in the body of each form and publication to replace the Department of Human Services (DHS) and/or the Michigan Department of Community Health (MDCH) with the new department name, Michigan Department of Health and Human Services (MDHHS); and
 - d. Updated the revision date of the forms to 6/15.

Note: OCS has updated the nondiscrimination statement on the MiCSES forms to reflect the department's new name. However, additional updates that MDHHS recently made to the nondiscrimination statement do not appear because the revisions were not available in time to update the MiCSES forms. The nondiscrimination statement on the MiCSES forms will be updated with these revisions at a future date.

2. The following MiCSES forms will also be updated with this effort, although they are not attached to this IV-D Memorandum:
 - a. The F1201P, which consists of the *IV-D Child Support Services Application/Referral* (DHS-1201) and the publication *Understanding Child Support: A Handbook for Parents* (OCSPAMP);
 - b. The OCS1201P, which consists of the DHS-1201 and the OCSPAMP; and
 - c. The OCS0015P, which consists of the *First Customer Contact Letter* (OCS0015) and the OCSPAMP.

C. MiChildSupport

The online DHS-1201 application (e1201) and the resulting DHS-1201 PDF application forms were updated to reflect the new department name and the updated nondiscrimination statement. These changes were implemented with the MiChildSupport release on May 22, 2015. Additionally, the MiChildSupport website was updated to reflect the new department name.

NECESSARY ACTION:

Begin using the new versions of the forms and publications. Any existing paper forms and publications should be depleted prior to ordering copies of the revised forms and publications.

This IV-D Memorandum obsoletes Action Transmittal 2006-026 and its attachments.

REVIEW PARTICIPANTS:

Program Leadership Group
Case Management Work Improvement Team

CONTACT PERSON:

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CC:

None

ATTACHMENTS:

CLO_IVDSS:	<i>Notice of Title IV-D Child Support Case Closure</i>
CLO_REOSS:	<i>Notice of Title IV-D Support Case Action</i>
CLOSURESS:	<i>Notice of Title IV-D Child Support Case Closure</i>
DHS-307:	<i>Request for Central Receipt Adjustment/Suspense Work Form</i>
DHS-316:	<i>Incentive Payment Request</i>
DHS-317:	<i>Request for Centralized Passport Action</i>
DHS-318:	<i>Emergency Notice of Withdrawal of Passport Denial</i>
DHS-428:	<i>MiCSES Child Support Case Disclosure Form</i>
DHS-510:	<i>Special Instruction Payment Coupon</i>
DHS-547:	<i>Statement of Complaint</i>
DHS-550:	<i>Request for New Entry or Modification of Federal Information Processing Standard (FIPS) Code</i>
DHS-658:	<i>Office of Child Support Attorney General Assistance Request</i>
DHS-660:	<i>Letter to Financial Institution Regarding Out of State Lien</i>
DHS-711:	<i>Partner Practice Posting Request</i>
DHS-820:	<i>Support Collection Payment Request</i>
DHS-842:	<i>Child Support Information</i>
DHS-876:	<i>Michigan Office of Child Support On-Site Training Security Checklist</i>

DHS-882:	<i>Security Incident Report</i>
DHS-998:	<i>Statement of Assisted Reproduction and Lack of Information</i>
DHS-1014:	<i>New Hire Reporting Proactive Letter</i>
DHS-1017:	<i>New Hire Report Rejection Letter</i>
DHS-1018:	<i>New Hire Reporting/Quarterly Wage Match Compliance Letter</i>
DHS-1081:	<i>Request for Verification of Tribal Membership and Territorial Jurisdiction</i>
DHS-1082:	<i>Notice of Referral for Tribal Child Support Services</i>
DHS-1201:	<i>IV-D Child Support Application/Referral</i>
DHS-1201-SP:	<i>IV-D Child Support Application/Referral (Spanish Version)</i>
DHS-1202:	<i>Application Status Letter</i>
DHS-1259:	<i>Billing Sheet Coupon</i>
DHS-1300:	<i>Returned NMSNs to FOC Staff</i>
DHS-1424:	<i>State Case Registration of a Non-IV-D and Opt Out Case</i>
DHS-1425:	<i>Instructions for Withholding and Remitting Support From Employee/Obligor Lump-Sum Payments</i>
DHS-1454:	<i>Publication Order List</i>
DHS-4794:	<i>Michigan UIFSA Remedy Decision Worksheet</i>
DHS-Pub 748:	<i>Understanding Child Support: A Handbook for Parents</i>
DHS-Pub 780:	<i>What Every Parent Should Know About Establishing Paternity</i>
DHS-Pub 780-SP:	<i>What Every Parent Should Know About Establishing Paternity (Spanish Version)</i>
DHS-Pub 806:	<i>Fatherhood: Taking Responsibility for Your Child</i>
DHS-Pub 849:	<i>Your Child Has a Right to Know its Father – Establish Paternity poster</i>
DHS-Pub 850:	<i>Your Child.....Is About to Become a Parent</i>
DHS-Pub 865:	<i>DNA-Paternity Testing Questions and Answers</i>
DHS-Pub 865-SP:	<i>DNA-Paternity Testing Questions and Answers (Spanish Version)</i>
FEN060:	<i>Interstate Notice of Lien</i>
FEN210:	<i>Affidavit of Non-Disclosure for Family Violence Indicator</i>
FEN321:	<i>Financial Institution Notice of Lien and Levy and Disclosure</i>
FEN322:	<i>Cover Letter to Financial Institution</i>
FEN323:	<i>Notice of Rights and Responsibilities of Obligor (Payer) and Financial Institution</i>
FEN324:	<i>Letter to Financial Institution Inquiring About Levy Status</i>
FEN325:	<i>Request for Administrative Review of Lien</i>
FEN326:	<i>Result of Administrative Review</i>
FEN327:	<i>Notice to Release Lien</i>
FEN333:	<i>Referee Findings and Report (Levy)</i>
FEN334:	<i>Order Regarding Levy of Assets</i>
FEN335:	<i>Notice of Conditional Release of Lien</i>
FEN337:	<i>Letter to Obligor that Case Referred for Investigation</i>
FEN340:	<i>Notice of Lien and Levy</i>

FEN340a:	<i>Addendum to the Notice of Lien and Levy</i>
FEN341:	<i>Cover Letter to Financial Institution/Carrier</i>
FEN343:	<i>Lien/Levy Action Required</i>
FEN345:	<i>Determination on Levy</i>
FEN346:	<i>Notice to Release Lien</i>
FEN347:	<i>Notice of Request for Administrative Review</i>
FEN349:	<i>Letter to Obligor that Case Referred for Investigation</i>
FEN801/DHS-823:	<i>Notice of Electronic Disbursement Update</i>
FEN804:	<i>Notice of Unclaimed Property (Money)</i>
FEN805:	<i>Notice Regarding Electronic Payments</i>
F1201:	<i>IV-D Child Support Services Application/Referral</i>
GUIDLINE:	<i>Child Support Recommendation</i>
LOC_AbsentParent:	<i>Absent Parent Information Request</i>
LOC_Employer:	<i>Employer Information Request</i>
LOC_OtherState:	<i>Drivers License Information Request</i>
LOC_Postal:	<i>Postmaster Address Information Request</i>
LOC_Prison:	<i>Prison Information Request</i>
MICASELTR:	<i>MiCase Confirmation Letter</i>
OCS0015:	<i>First Customer Contact Letter</i>
OCS0025:	<i>Final Customer Contact Letter</i>
OCS1201:	<i>IV-D Child Support Services Application/Referral</i>
OCS1202:	<i>Application Status Letter</i>
OCS1252:	<i>Noncooperation Notice</i>
OCS1252A:	<i>Noncooperation Notice</i>
OCS1253:	<i>Cooperation Notice</i>
OCS4636:	<i>Notice of Continuing Eligibility</i>
OCSCONT:	<i>Client Contact Letter</i>
OCSFAX:	<i>Support Specialist Fax Coversheet</i>
OCSGENLET:	<i>Support Specialist General Letter</i>
OCSMEMO:	<i>Support Specialist Memorandum</i>
OCSPAMP:	<i>Understanding Child Support – A Handbook for Parents</i>

EPF/AR